

SUMMER HIRE 2009

Supervisor Guidance

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Introduction

Welcome to the Student Summer Hire 2009 Program. This handbook provides basic information about the program to supervisors of Summer Hire personnel.

The Student Summer Hire Program (SSHP) consists of one eight week session, beginning 22 Jun 09 through 14 Aug 09.

Participants must be family members of U.S. Citizen military or civilian sponsors. They must be between the ages of 17 and 22 years of age and reside with their sponsor.

Although many Summer Hire employees have work experience, some do not. All Summer Hire employees must attend a mandatory in-processing session before their first working day. At that time, they are briefed on issues such as the importance of work responsibilities, the prevention of sexual harassment, the need for a work specific safety briefing, and communication with their supervisor regarding tasks, duties, time off and dress codes. Each Summer Hire employee receives an Employee Handbook stating the applicable policies as well.

It was suggested to all Summer Hire employees that they take this opportunity to learn new skills. Summer Hire work requires no prior experience or training. The supervisor is expected to provide

complete instructions and explanations of the work to be performed. Summer Hire employees work under close continuous supervision, and should be encouraged to ask questions if something is not clear to them. Supervisors are encouraged to plan the Summer Hire's work in advance so they can stay busy and gain a meaningful job experience.

Know your young people. Your role as the first line supervisor is extremely important for Summer Hire employees. They look to the supervisor to set the example on the job. The impression you give these Summer Hire employees will be a lasting one and may influence their career goals toward working for the Federal Government, joining the military, or entering private industry. Supervisors should make communication with each Summer Hire employee a top priority. If this is done, misunderstandings regarding duties, responsibilities, work hours, etc. can be kept to a minimum, and result in a positive experience for both employee and supervisor.

Dissatisfaction usually stems from poor supervision or lack of communication between the Summer Hire employee and the supervisor.

Summer Hire employees are a part of your work force, but they are not prepared to do the level of work of your permanent employees.

General complaints of Summer Hire employees include the following: too little work, the untimely receipt of pay, poor supervision (either too little or too much), and conflicting instructions.

The young people being hired in the Student Summer Hire Program come to you with a variety of backgrounds and attitudes. Some, through previous work experience, have already proven to others to be capable and productive workers. Others will be new to the work force and are eager to learn their jobs and anxious to please you, their employer.

It is you, the supervisor, who can influence the future of many of these young people. Your attitude and direction will be important in determining whether they perform satisfactorily and whether they develop a positive work ethic.

Most of these young people know little about jobs and work. This includes many of those who are anxious to find a suitable occupation. The Student Summer Hire Program helps them to see what various occupations are like and to test their skills in real work situations.

It is important to assign them meaningful work that they can do and to see that they do it well. To let such a young person develop bad work habits may be much worse than not providing employment at all.

You, the supervisor, are the key person in providing the Summer Hire employee with effective and meaningful job-related training and successful work experience. It is up to you to give them a good introduction to the job.

The guidelines in this handbook are meant to provide basic information and may not cover every possible situation. The information is intended to assist in making the 2009 Summer Hire experience a positive and beneficial one for everyone involved. Please make sure your Summer Hire employees are familiar with the rules and guidelines as they apply to your organization.

Feel free to contact the Summer Hire Coordinator at J1-HRO, Mr. Kevin Baugh, 887-7389.

The First Day

Summer Hire employees are to report directly to their worksite. Each organization is responsible for contacting their employees and instructing them when and where to report each day. You should receive a list of employees for your organization prior to the first day. ***If the Summer Hire employee does not show for work on the first day, the organization MUST contact the J1-HRO immediately and then complete a Request for Personnel Action (SF52), terminating the appointment.***

The following important issues should be discussed on the first working day:

1. Introduce all Summer Hire employees to their supervisor and designate a person to answer question in their supervisor's absence.
2. The organization's structure and mission should be explained, including a description of where the Summer Hires fit into the accomplishment of that mission.
3. Important information such as the exact job site, organization, division, phone numbers, POC for attendance matters, etc., should be clearly explained to the Summer Hires.
4. Exact work schedule, including lunch periods and break times should be fully discussed. Summer Hires are federal employees during this period and are expected to work within the work schedule of their appointment area. They are expected to follow the same guidelines for work schedules that apply to every other full-time federal civilian employee.
5. Each Summer Hire's specific duties should be clearly explained, preferably in writing. The explanation should include what, where, when and how to accomplish the assigned duties. Please be patient and go through each step of instruction.
6. Explain the criteria that will be used to measure successful accomplishment of all duties, and remind them that they will be evaluated at the end of the Student Summer Hire Program. You should provide frequent and constructive guidance and feedback during the summer. Employees must be counseled and given an opportunity to correct any errors or disciplinary matters.
7. Supervisors are required to provide each Summer Hire employee a job specific safety orientation. The attached Safety Checklist must be returned to the J1-HRO to be retained in the employees file. Summer Hire employees are told they will be provided specific information on safety issues as they apply to their particular job. ***It is very important that all safety issues be discussed thoroughly with your Summer Hire employees on their first day or as soon as possible thereafter. It is each organization's responsibility to issue any necessary safety equipment needed for job performance.***
8. The Dress Code: This is an important matter, which must be discussed with your Summer Hire employees on the first day they begin working. (See Appendix A)

Supervisors are encouraged to make full use of their Summer Hire's skills and talents. Summer Hires

are ready to assist in the performance of each organization's assigned mission to the fullest extent possible. Therefore, it is very important that supervisors project a positive image.

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Summer Hire Position Descriptions

The Summer Hire Position Description states the major duties that may be performed by either clerical or labor Summer Hire employees. The position description highlights the responsibilities of the employee and the level of supervision required for Summer Hire employees. Please note that no specific knowledge or skills are required to perform these jobs successfully. You should review the position description and discuss it with your Summer Hire employees.

The supervisor will provide each employee with details of the particular set of duties for their Summer Hire position. The duties may vary during the Student Summer Hire Program. Employees may be rotated to different tasks within the organization, but the type of work (clerical or labor) will not change, supervisors must be aware of restrictions set by Department of Labor, <http://www.dol.gov/elaws/flsa/docs/haznonag.asp>. The program should be an opportunity for Summer Hires to learn new skills or improve their current ones.

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Working Hours

Normal working hours will be established by assigned work area, Monday through Friday, with a half-hour break for lunch. However, some organizations have different work schedule requirements in order to meet their mission. This may include weekend and shift work schedules that are different from normal working hours. Each organization will set the tour of duty for its Summer Hire employees as long as they limit it to 80 hours a pay period. ***Any Summer Hire employee, who is under 18 years of age, may not work before 0600 or after 2200.***

If an employee is dismissed prior to the normally scheduled time of departure, the Time Sheet ***must*** reflect the actual number of hours worked for that day. No employee may be dismissed early and be paid for a full shift (except when earned sick leave is used).

Summer Hire employees are instructed they ***MUST*** report to work on time and provide their supervisor as much advance notice as possible of any time they must be absent from work. If that is not done, the supervisor will verbally counsel the employee on the first occurrence, and notify them that appropriate disciplinary action may be taken if the situation continues. If a Summer Hire employee will be late, they must notify their supervisor or the designated POC within the first hour of their scheduled start time. Summer Hires are instructed that it is their responsibility (not the parent's) to call the supervisor in case of absence.

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Annual Leave

U.S. Federal employees serving under a temporary appointment lasting less than 90 days, such as Summer Hires, are not entitled to earn and accumulate annual leave.

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Sick Leave

Summer Hire U.S. employees are entitled to earn one hour of sick leave for 20 hours worked. Sick leave must be earned before it may be used. Sick leave may be used **ONLY** when they are not able to report for work due to illness, or medical examination or treatment. It is not meant to be substituted for annual leave. When illness keeps an employee away from the job for longer than 3 days, the employee **must** provide a doctor's statement.

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Resignation

If a Summer Hire employee voluntarily stops working prior to the expiration of the Summer Hire appointment (14 Aug 09), the organization **MUST** complete a Request for Personnel Action (SF52) indicating the early resignation. The employee must provide a forwarding address and reason for resignation in PART E of the SF52. Managers do not need to complete a SF52 for students who complete the entire Student Summer Hire Program.

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Important Documents

Summer Hire employees will have two SF50's, Notification of Personnel Actions, processed. They will receive one at the beginning and one at the termination of their appointment.

They will also receive a Leave and Earnings Statement (LES) for each pay period worked. Employees should be encouraged to keep their LES in a safe place; they may be helpful in resolving pay problems.

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Accidents/Injuries on the Job

In the event of an accident or injury while at work, the employee **MUST IMMEDIATELY REPORT IT TO THE SUPERVISOR NO MATTER HOW MINOR.**

If a student is injured on the job, there are certain procedures that must be followed. This applies even if it seems that the employee is not hurt or feels OK. First, the students need to contact their supervisor **IMMEDIATELY**. Supervisors and student(s) must complete CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, for an injury. If medical treatment is required, CA-16, Request for Examination and/or Treatment, must be completed. Under no circumstances will a student receive medical treatment as a dependent as this could affect payment of compensation benefits to which the student is entitled. Except for bonafide emergencies, the medical facility will not treat minor dependent employees unless they are accompanied by an adult (sponsor/parent). The CA-1 and CA-16 forms can be requested through the J1-HRO or downloaded from the Web Page. It is the supervisor's responsibility to notify the J1-HRO as soon as possible when a student is taken for medical treatment as a result of an on-the-job injury. The supervisor **MUST** also inform the State Safety Office.

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Safety

All supervisors are required to give each Summer Hire employee a job specific safety orientation. *It is each organization's responsibility to issue any necessary safety equipment needed to perform the job.*

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Discipline/Recognition

This Summer Hire experience is the first work experience for many Summer Hires. Therefore, supervisors should make an effort to provide Summer Hire employees with a positive first impression of the work environment.

Supervisors must be understanding as well as firm in addressing any problems. Open communication is highly encouraged to minimize the number of misunderstandings. It is important that all employees be given frequent and constructive feedback on their progress or lack thereof. Poor performance should be dealt with immediately so bad habits do not develop into substantial problems. Failure to take appropriate corrective action may be harmful to the young employee in his/her future career.

Good performers should be recognized with positive feedback, encouragement and non-monetary awards. In the case of superior performance, a letter of recommendation or an honorary award such as a Memorandum of Appreciation, Certificate of Appreciation or a Scroll of Appreciation with the organizational logo is appropriate.

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Reassignment

Reassignments to other positions will **not** be permitted. Placements are **final** and a request to move elsewhere will not be honored except for medical reasons or hardship reasons.

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Resignation/Termination

If a student decides to depart the program **prior to 14 Aug 09**, management must initiate a resignation Request for Personnel Action (SF52). Part D must indicate that the employee initiated the resignation action. Part E must provide the employee's forwarding address, reason for resignation and date of resignation. Students should try to give a two week notice if they wish to resign from the program early.

Managers do not need to complete a SF52 for students who complete the entire SSH Program. A "Termination" action is system generated by the J1-HRO.

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Governor

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CYNTHIA M. KIRKLAND
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NVJS- J1-HRO

8 May 2009

MEMORANDUM FOR Supervisors and Student Interns

SUBJECT: Appropriate dress for Student Interns

1. The following dress code will be adhered to while working for any organization of the Nevada National Guard as a Student Intern:

Condition and Wear of Clothing

- Nothing that distracts or poses a safety hazard
- No holes, rips, or tears that reveal the body
- No tight-fitting or revealing clothing

Tops/Skirts/Dresses

- Tops must cover the upper and middle torso at all times
- Skirts must cover the lower torso with no skin showing between top and skirt
- Skirts and dresses must be at least mid-thigh in length; no mini-skirts
- No exposed undergarments
- No halter, tank or tube tops; no transparent, half, or muscle shirts
- No exposed shoulders
- No low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, or bath robes
- Inappropriate tops may not be covered with sheer shirts, sweatshirts or jackets

Pants/Shorts

- Must cover lower torso with no skin showing between top and pants/shorts
- No exposed undergarments
- No sagging pants or shorts
- No single rolled up pant leg
- No exposed buttocks
- Belt buckle monograms must be appropriate
- No hanging or extended belt lengths
- No unfastened overalls
- No cut-offs
- Shorts must be hemmed and at least mid-thigh in length
- No mini-shorts; no spandex shorts

Footwear

- Proper footwear at all times
- No flip-flops
- No house slippers

APPENDIX A

Language/Illustrations on Clothing

- No obscene, vulgar, profane, or derogatory language or illustrations on clothing
- No sexual overtones, or anything that promotes alcohol, drugs, tobacco, gang membership, or violence
- Nothing that may be deemed a safety issue
- No clothing, buttons or the wearing of other items that endorse or suggest the endorsement of a political candidate or political activity.

2. Any questions regarding dress and appearance may be directed to Mr. Kevin Baugh (775) 887 7389.

///SIGNED///

MITCHELL D. SPERLING, Lt Col, NYMD
Director of Manpower and Personnel (J1)